

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: December 31, 2018

PERSONNEL LETTER # 18-024

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Marissa Revelino, Chief  
Personnel/Payroll Services Division

**RE: ITEM 440 - SEX**

Senate Bill 179, enacted into law the Gender Recognition Act which requires expansion of gender options to include female, male and nonbinary. To implement SB 179, the State Controller's Office made changes to Item 440 by adding the value "N" to identify the selection of nonbinary.

Effective January 1, 2019, acceptable codes for Item 440 – Sex are as follows:

M = Male

F = Female

N = Nonbinary

Section 2.58; Item 440 – Sex has been updated in the Personnel Administration Manual (PAM) to reflect these changes. Please refer to your departmental policy for determining gender for appointments. Agency Human Resources personnel may update an employee's records as necessary by keying a 440 transaction into PIMS.

Item 440 – Sex within the Data Elements section of the CSU Personnel/Payroll Information Management System (PIMS) Manual has been updated to reflect these changes. Please refer to campus policy for determining gender for appointments. Campus Human Resources personnel may update an employee's records as necessary by following the Audit Instructions listed in Item 440.

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Program Administration (e.g.: rules, regulations benefits/pay impacts)	CalHR Personnel Services Branch CSU Human Resources Management	(916) 323-3343 (562) 951-4411
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center	(916) 372-7200

MR:AVB:PMAB